



華埠商業發展區  
CHINATOWN  
BUSINESS IMPROVEMENT DISTRICT

Dec 24, 2019

Special Assessments Section  
Administrative Services Division  
Office of the City Clerk  
200 North Spring Street, Room 395  
Los Angeles, CA 90012  
Attention **Rita Moreno**

( ) RECEIPT VERIFICATION	
Supplies & services covered by this bill were received by signed receipt on date shown below in compliance with:	
Date: _____	
( )	✓ BTRC/VRN is on file, if applicable
( )	✓ LWO Documents is on file, if applicable
( )	✓ EBO Documents is on file, if applicable
( )	✓ Approved Insurance is on file, if applicable
( )	✓ All conditions for payment have been met.
(Signature) _____	4/15/20 (Date)

Re: Disbursement Request Invoice #19-12

As outlined in the agreement between the City of Los Angeles and the Chinatown Business Improvement District, we are requesting the payment of assessment funds in the amount of

**\$9,572.25**

Agency Account No. 189.62

County Remittance received on 11/20/19

**\$9,572.25**

Grand Total

**\$9,572.25**

I certify that the payment requested will be expended in accordance with the provisions of the contract agreement #C-118431, and as outlined in the District's Management Plan.

Expenditure Categories include:


Security, Mktg/Promotion, Maintenance, Administration.


**\$9,572.25**

Grand Total

**\$9,572.25**

I certify that I represent the 501(c)(6) Los Angeles Chinatown Business Council and I am authorized to make this request on behalf of the organization.

  
George Yu  
Executive Director

OK TO PAY  
  
1-15-20

Please remit payment to:

LOS ANGELES CHINATOWN BUSINESS COUNCIL  
727 North Broadway, Suite 208  
Los Angeles, CA 90012

cc: Accounts Payable/Special Assessments Section  
Administrative Services

727 N. Broadway, Suite 208, Los Angeles, CA 90012 | (213) 680-0243 | (213) 617-3298 |  
www.chinatownla.com

## Chatsworth Business Improvement District

### Budget 2020 CONTRACT

January 1, 2020-December 31, 2020

#### ESTIMATED REVENUE FOR 2020:

Amount in bank account \$8,000.00

Projected Assessments 2020	\$107,700.00	
<b>Total Estimated Revenue.</b>		<b>\$115,700.00</b>

#### ESTIMATED EXPENSES FOR 7/1/19-12/30/19:

##### Administration (A)

• Outsource full administrative services:	\$25,000.00	
Including Marketing, Assistance, Newsletter Production/Publishing/Copying		
• Insurance (Directors and Offices Liability)	\$3,900	
• General Postage/Supplies	\$900	
• Bank service charges/print checks	\$200	
• CPA Tax Preparation	\$600	
• Phone service	\$250	
• IRS/STATE TAXES	\$500	
• CPA Review	\$1,800	
• Web Hosting	\$150	
<b>Total Administration Expenses</b>		<b>\$33,300.00</b>

##### Communication (B)

• Marketing Tools (Web. Updates, Email Marketing, Social media...)	\$700	
• Promotional Materials	\$4,000	
<b>Total Marketing Expenses</b>		<b>\$4,700.00</b>

##### Security/Business Watch ( C )

• Day Time & Night Time Security Patrols	\$55,000.00	
Including Ambassador Program		
<b>Total Security/Business Watch Expenses</b>		<b>\$55,000.00</b>

##### Streetscape/Landscape Maintenance (D)

• Street art box maintenance	\$1,000.00	
• DIG Projects (clean streets/clean starts, Median,...) & Maintenance	\$5,900	
• Bench and Trash Maintenance Services	\$3,000	
• American Flag Installations	\$1,500	
• Cleaning, Repairs & Maintenance ( e.g. signs )	\$800	
<b>Total Streetscape/Landscape Maintenance Expenses</b>		<b>\$12,200.00</b>

##### New Projects:

• Festival Event	\$10,500	
<b>Total New Projects Expenses</b>		<b>\$10,500.00</b>
<b>Total Estimated Expenses Budget</b>		<b>\$115,700.00</b>

HOLLY L. WOLCOTT  
CITY CLERK

PETTY SANTOS  
EXECUTIVE OFFICER

# City of Los Angeles

CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF CITY CLERK  
Business Improvement District  
Division

ROOM 224, 200 N. SPRING STREET  
LOS ANGELES, CALIFORNIA 90012  
(213) 978-1100  
FAX: (213) 978-1107

Patrice Lattimore  
DIVISION MANAGER

Clerk.lacity.org

## ***FACSIMILE TRANSMISSION COVER SHEET***

**DATE:** 12/20/2019

**TO:** George Yu, Executive Director

**FAX NO.** (213) 617-3298

**FROM:** Victoria Wang, Accounts Payable

**SUBJECT:** BUSINESS IMPROVEMENT DISTRICT FUNDING

\_\_\_\_ Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

**District Name:** LA CHINATOWN

**Account No.:** 18962

County Remittance 11/20/2019

9,572.25

Available for Reimbursement

\$9,572.25

### **PRIVACY NOTICE**

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## FY 2019-2020

DATE OF REMITTANCE: November 20, 2019

ACCT.#	DESCRIPTION	TYPE	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20
			PROPERTY TAX	UNSECURED 1ST	REDEMP MASTER 1ST QTR	REDEMP MASTER 1ST QTR	REDEMP SUPP 1ST QTR	REDEMP SUPP 1ST QTR	REDEMP SUPP 1ST QTR	REDEMP SUPP 1ST QTR	SEC SUPP 1ST	TAXPAYERS REFUND	DA BILLING 1ST
			REVENUE	PAID	(TAX)	(PENALTY)	(TAX)	(PENALTY)	PAID				
189.62	CHINATOWN BID	1%	9,572.25	-	-	2,224.97	-	-	-	-	-	-	
		D/S	-	-	7,347.28	2,224.97	-	-	-	-	-	-	
		AIR	-	-	-	-	-	-	-	-	-	-	
		TL	9,572.25	-	7,347.28	2,224.97	-	-	-	-	-	-	

5.2.  
1-15-20

# BID REPORTING REQUIREMENTS CHECKLISTS

BID NAME

GREATER CHINATOWN (2011 - 2020)

CONTRACT #

C-118431

	Year 6 (2016)		Year 7 (2017)		Year 8 (2018)		Year 9 (2019)		Year 10 (2020)	
	Due	Received	Due	Received	Due	Received	Due	Received	Due	Received
1 <sup>st</sup> Quarter Report	4/30/16	8/30/16	4/30/17	5/1/17	4/30/18	4/28/18	4/30/19	5/10/19	4/30/20	
2 <sup>nd</sup> Quarter Report	7/31/16	8/29/16	7/31/17	7/31/17	7/31/18	8/31/18	7/31/19	7/31/19	7/31/20	
3 <sup>rd</sup> Quarter Report	10/31/16	1/12/17	10/31/17	1/9/17	10/31/18	10/30/18	10/31/19	10/30/19	10/31/20	
4 <sup>th</sup> Quarter Report	1/31/17	2/24/17	1/31/18	1/31/18	1/31/19	2/12/19	1/31/20		1/31/21	
Planning Report	12/1/16	12/19/16	12/1/17	12/12/17	12/1/18	12/6/18	12/1/19	12/6/19	12/1/20	
Financial Statement	5/31/17	7/12/17	5/1/18	5/22/18	5/1/19	6/28/19	5/1/20		5/1/21	
Annual Assessment Data	6/1/16	6/24/16	6/1/17	6/7/17	6/1/18	7/5/18	6/1/19	6/3/19	6/1/20	
1 <sup>st</sup> Quarter Newsletter	Received:	9/1/16	Received:	5/1/17	Received:	2/27/18	Received:	5/10/19	Received:	
2 <sup>nd</sup> Quarter Newsletter	Received:	9/6/16	Received:	7/6/17	Received:	6/18/18	Received:	7/31/19	Received:	
3 <sup>rd</sup> Quarter Newsletter	Received:	9/27/16	Received:	1/22/17	Received:	10/30/18	Received:	10/30/19	Received:	
4 <sup>th</sup> Quarter Newsletter	Received:	2/23/17	Received:	12/19/17	Received:	2/12/19	Received:		Received:	
Annual Public Meeting	Date:		Date:		Date:		Date:		Date:	
General Liability Insurance	Expires:	12/20/16	Expires:	12/20/17	Expires:	12/20/18	Expires:	12/20/19	Expires:	12/20/20
D&O Liability Insurance	Expires:	1/10/16	Expires:	1/10/17	Expires:	1/10/18	Expires:	1/10/19	Expires:	1/10/20
Workers' Comp Insurance	Expires:	5/1/16	Expires:	5/1/17	Expires:	5/1/18	Expires:	5/1/19	Expires:	5/1/20